



What are the General Submittal Requirements for a Zoning Application?

- ✓ **General Application Form.** Form must be filled out completely, identify all zoning entitlement(s) being requested, and be signed by the applicant and property owner (mandatory). Unsigned applications shall not be accepted for filing.
- ✓ **Fees.** A Fee Schedule is available at the City's website at www.cityofsanrafael.org. Make checks payable to the City of San Rafael. Current Fixed / Deposit Fee Amount(s): _____. Applications shall not be accepted for filing until all required fees are submitted.
- ✓ **Project Plans.** A minimum *initial* submittal of ____ hardcopy and collated plan sets **AND one (1) electronic copy** of plans shall be provided (i.e., typically six (6) plan sets for minor applications and ten (10) plan sets for major applications).
 - Plans shall be on same-sized sheets, drawn accurately, legible, to scale at 20-scale for civil drawings and ¼-scale typ. for architectural drawings, and folded to 9x14-inches size. Large sets with many sheets should be divided logically into smaller sets, bound by a rubber band or binder clip; e.g., Architectural, Civil, Landscape, Electrical, etc. Do not submit large plan sets with each sheet individually folded.
 - Plan sheets at 24x36-inch maximum for full size are recommended for large projects along with one 11x17-inch or 8.5x11-inch reduction. Smaller sized plan sets may be accepted for minor projects.
 - Additional plan sets will be required prior to scheduling projects for required hearings. The project plans shall include the following minimum information:
 - ☐ Site Plan(s) of entire property, containing the following minimum information:
 - Vicinity Map, marking the site location or separate Contextual Map for major development projects showing surrounding features, topography, vegetation, improvements, prominent public viewpoints and view sheds
 - Site Conditions, showing existing and proposed building and site improvements, site slope(s), property lines, easements, adjacent street names, roadway and frontage improvements, parking spaces, outdoor uses/accessory structures or other associated project improvements, hillside natural state, significant trees, vegetation and features.
 - Site Work, extent of grading or building improvements
 - Adjacent Buildings and Uses
 - Project Data Summary Table(s), showing existing and proposed site size, building floor areas, parking supply, landscape or natural state provided, required yard areas, etc.
 - Building/Unit/Suite #'s, for multitenant buildings, with a legend or key tying to summary tables
 - North Arrow, i.e., reference north and true north.
 - Plan sheets oriented with Reference North or True North as the top of the plan sheet.
 - Scale used and Graphic Scale provided
 - Name of plan preparer, date prepared and revised, project name and address
 - ☐ Floor Plan, containing the following minimum information:
 - Floor Levels, Areas, Walls, Windows, Doors, Equipment, Rooms and Uses; existing and proposed
 - Location, Dimensions and Square Footage of project area

- Project Area identified, with outline or shading
 - Scale, Graphic Scale and North arrow
 - Orient all other plan sheets (e.g., civil, landscape, floor plans) to match site plan orientation
- ☐ Elevations, for projects involving exterior building changes, containing the following minimum information:
- Elevations for all sides of structure(s), to scale and dimensioned, existing and proposed. Photos may be used to represent existing elevations and elevations to remain unchanged.
 - Exterior details including light fixtures, materials, colors and finishes
- Signage, if applicable
- ☐ Roof Plan, showing property lines, outline of building footprint, direction and slope of drainage, location of drainage collectors, rooftop structures (i.e., vents, equipment, screening, access), material, ridge elevations, various roof levels and slopes
- ☐ Landscape Plan. Show all existing and proposed landscape improvements, total landscape area in square feet, types of plant and landscape materials proposed, soils characteristics, and plant/landscape amenities cut sheets or illustrations
- ☐ Section or Profile Drawings of site and/or building. Provide to-scale cross sections, as necessary, to illustrate building and floor area details, grading, etc. The section locations shall be referenced on site, floor and elevation plans
- ☐ Details Plan. Provide a detail plan sheet(s) with information on details referred to or shown on the project plans, and cross-reference details with plan sheets
- ☐ Grading Plan. For projects involving cut and fill provide to-scale plans graphically identifying areas of cut, areas of fill, and total cut/fill amounts, retaining walls and heights, locations of significant trees and driplines. Existing and proposed contour lines shall be indicated with existing contours indicated with a solid line, contours to be eliminated with a dash line and new contour lines with a bold solid line, at intervals as follows:

SLOPE	<u>Under 5%</u>	<u>5-20%</u>	<u>Over 20%</u>
INTERVAL	2'	5'	10'

The following additional information may be required or provided with initial submittal or in response to project completeness:

- ☐ Preliminary Title Report (e.g., *Subdivisions and New Development*)
- ☐ Site Photos (e.g., *as needed to show existing site conditions, elevations or potential view impacts*)
- ☐ Written Narrative, Project Description or Justification Statement(s) (e.g., *PD Rezone, Use Permit, Variance, Exceptions*)
- ☐ Inventory of Existing and Proposed Uses (i.e., *for Use Permits on multi-tenant sites*)
- ☐ Colors & Materials Board (i.e., *Design Review*)
- ☐ Illustrative Project Rendering and/or Model (i.e., *New Development Projects*)
- ☐ Parking Analysis &/or ☐ Traffic Study (i.e., *New Development or Parking Modification*)
- ☐ Geotechnical/Soils Report (e.g., *Subdivisions or Hillside Development*)
- ☐ Other (e.g., *Arborist Report, Biological Survey, Contextual Map, Drainage/Hydrology Report, Historic/Cultural Resources Evaluation, Environmental Assessment, Lighting Plan, Photometric, Story Poles, Shadow Diagram, Construction Staging/Management, etc; as needed for project-specific review.*):_____

Planner contacted for submittal information: _____ Date of inquiry: _____ *

*** A COPY OF THIS FORM SHOULD BE INCLUDED WITH THE APPLICATION SUBMITTAL**